



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Maintenance Technician

Department/Division: Public Works Department/ Building Services & Property Control
Salary: \$11.6966/hr - \$17.5449/hr Range: 9
Position Status: Full-Time/Classified
FLSA Status: Non Exempt
Closing Date: October 25, 2016
Job #: 10-2016-025

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Maintains and repairs County facilities and properties throughout Santa Fe County.

Essential Job Functions:

For Assignment in Property Control and Building Services:

- Evaluates situations to determine appropriate maintenance; cleans, preps, and paints; performs minor electrical repairs; performs welding to equipment, buildings and structures as needed; installs drainage culverts; forms and pours cement; constructs a variety of fences; performs masonry constructions and repairs; performs some landscaping; applies paint to a variety of surfaces; constructs and installs informative signs; maintains sprinkler systems; maintains and uses a variety of power tools, electric pumps and motors; repairs and replaces locks; performs carpentry work; may operate light and/or heavy equipment; performs minor grading operations; transports equipment; performs minor plumbing repairs and performs routine security checks
- issues tools and equipment to staff; orders supplies to keep adequate stock
- Reads and interprets blueprints; drains, cleans and checks boilers to ensure proper operation; works on automated HVAC systems; checks gauges and condensers on refrigeration units; cleans appliances; reads gas meters; repairs faucets, toilets; sweats and repairs copper pipes; change out and repair water fountains; installs guardrails, bridge rails, gabions, concrete structures and cattle guards; cuts and repairs concrete pavement; Installs glass; constructs, installs or removes partitions for interior remodeling; sets tile;

Knowledge / Skills :

- Working knowledge of including painting, carpentry, and minor grading operations of blueprints and sketches; of power and hand tools; of safety regulations; of agency policies and procedures; of welding techniques; of basic math; and of basic electrical wiring and repair.
- Ability to operate light and heavy equipment; to use hand tools; to perform arithmetical calculations; to measure accurately; to communicate effectively verbally and in writing; to analyze situations and determine appropriate action; to operate power tools; and to follow instructions.

Minimum Qualifications

- High school diploma or equivalent plus any combination of education, training and experience in buildings and grounds maintenance or construction totaling 2 years.
- Must provide own hand tools to perform job duties.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed both in an office and outside in varied weather conditions. Work schedule may include shift and weekend hours. Manual dexterity required. Walking, bending, stooping, climbing, carrying and lifting up to 50 lbs. required. May be exposed to hazards such as heavy equipment, power tools, boilers, heights, dust, odors, fumes, chemicals, and infectious diseases.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**

